

**Mississippi Secretary of State**  
700 North Street P. O. Box 136, Jackson, MS 39205-0136

**ADMINISTRATIVE PROCEDURES NOTICE FILING**

AGENCY NAME Mississippi Department of Archives & History (MDAH)		CONTACT PERSON Jessica Kelly	TELEPHONE NUMBER 601.576.6865	
ADDRESS 200 North Street		CITY Jackson	STATE MS	ZIP 39201
EMAIL jkelly@mdah.state.ms.us	SUBMIT DATE 09/13/13	Name or number of rule(s): Architectural Records Restriction Policy (p. 1); Changes to Search Room Rules (p. 2); Paper Archives – State Government Records Architectural Records Restriction Policy (p. 3); Photographs Reference Fees (pp. 4-16); Policy on the Reproduction of Archival Materials (pp. 17-24); State Records Center – Records Management Handbook # 1 (pp. 25-61); State Records Center – Records Management Handbook # 2 (pp. 65-103); William F. Winter Archives and History Building Policy on Reading Room Administration (pp. 105-112).		

**Short explanation of rule/amendment/repeal and reason(s) for proposing rule/amendment/repeal:** See attached.

**Specific legal authority authorizing the promulgation of rule:** §§ 25-43-7, 25-61-7, 25-43-1, 25-59-25, 39-3-365, 39-3-309, 39-3-303, 39-5-1, 25-59-9

**List all rules repealed, amended, or suspended by the proposed rule:** Architectural Records Restriction Policy (p. 1); Changes to Search Room Rules (p. 2); Paper Archives – State Government Records Architectural Records Restriction Policy (p. 3); Photographs Reference Fees (pp. 4-16); Policy on the Reproduction of Archival Materials (pp. 17-24); State Records Center – Records Management Handbook # 1 (pp. 25-61); State Records Center – Records Management Handbook # 2 (pp. 65-103); William F. Winter Archives and History Building Policy on Reading Room Administration (pp. 105-112).

**ORAL PROCEEDING:**

☐ An oral proceeding is scheduled for this rule on Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

☒ Presently, an oral proceeding is not scheduled on this rule.

If an oral proceeding is not scheduled, an oral proceeding must be held if a written request for an oral proceeding is submitted by a political subdivision, an agency or ten (10) or more persons. The written request should be submitted to the agency contact person at the above address within twenty (20) days after the filing of this notice of proposed rule adoption and should include the name, address, email address, and telephone number of the person(s) making the request; and, if you are an agent or attorney, the name, address, email address, and telephone number of the party or parties you represent. At any time within the twenty-five (25) day public comment period, written submissions including arguments, data, and views on the proposed rule/amendment/repeal may be submitted to the filing agency.

**ECONOMIC IMPACT STATEMENT:**

☒ Economic impact statement not required for this rule. ☐ Concise summary of economic impact statement attached.

<b>TEMPORARY RULES</b>  _____ Original filing _____ Renewal of effectiveness To be in effect in _____ days Effective date: _____ Immediately upon filing _____ Other (specify): _____	<b>PROPOSED ACTION ON RULES</b>  <b>Action proposed:</b> _____ New rule(s) _____ Amendment to existing rule(s) _____ Repeal of existing rule(s) _____ Adoption by reference <b>Proposed final effective date:</b> _____ 30 days after filing _____ Other (specify): _____	<b>FINAL ACTION ON RULES</b> <b>Date Proposed Rule Filed:</b> 05/31/2013 <b>Action taken:</b> <input type="checkbox"/> Adopted with no changes in text <input type="checkbox"/> Adopted with changes <input type="checkbox"/> Adopted by reference <input type="checkbox"/> Withdrawn <input checked="" type="checkbox"/> Repeal adopted as proposed <b>Effective date:</b> <input checked="" type="checkbox"/> 30 days after filing <input type="checkbox"/> Other (specify): _____
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Printed name and Title of person authorized to file rules: Jessica Kelly, Personnel Officer

Signature of person authorized to file rules: *Jessie Kelly*

<b>OFFICIAL FILING STAMP</b>  <div style="border: 1px solid black; height: 100px; width: 100%;"></div> Accepted for filing by	<b>DO NOT WRITE BELOW THIS LINE</b> <b>OFFICIAL FILING STAMP</b>  <div style="border: 1px solid black; height: 100px; width: 100%;"></div> Accepted for filing by	<b>OFFICIAL FILING STAMP</b>  <div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>FILED</b>  <b>SEP 13 2013</b>  <b>MISSISSIPPI</b>  <b>SECRETARY OF STATE</b> </div> Accepted for filing by <i>#20037</i> <i>[Signature]</i>
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The entire text of the Proposed Rule including the text of any rule being amended or changed is attached.

**Short explanation of rule/amendment/repeal and reason(s) for proposing rule/amendment/repeal:**

\*Architectural Records Restriction Policy. REPEAL. This policy establishes access to material in the Architectural Records Collection of Special Collections and outlines specific procedures. MDAH proposes a repeal of this policy because it was superseded by Part 2 Chapter 5: Policy for the Restriction of Access to Architectural Records.

\*Changes to Search Room Rules. REPEAL. This policy establishes patron capacity, hours of operation, items allowed in, no smoking, and no cameras, etc. MDAH proposes a repeal of this policy because it was superseded by Part 2 Chapter 6: Policy for Reading Room Access and Reference Services.

\*Paper Archives - State Government Records Architectural Records Restriction Policy. REPEAL. This policy establishes access restriction regarding architectural plans in the collections of state agency records. MDAH proposes a repeal of this policy because it was superseded by Part 2 Chapter 5: Policy for the Restriction of Access to Architectural Records.

\*Photographs Reference Fees. REPEAL. This policy establishes access policies and procedures to Department collections. MDAH proposes a repeal of this policy because it was in association with the Policy on the Reproduction of Archival Materials – Amended, which has also been submitted for repeal.

\*Policy on the Reproduction of Archival Materials – Amended. REPEAL. This policy defines MDAH policies regarding the acquisition and non-personal use of reproductions of items held by the Archives and Library Division of MDAH. MDAH proposes a repeal of this policy because it was superseded by Part 1 Chapter 5: Policy for Image Duplication and Use.

\*State Records Center – Records Management Handbook # 1. REPEAL. This handbook was prepared to assist agencies in using the Center facilities. The handbook provides information about transferring records to the Center, using them while stored in the Center, and disposing of them when they are no longer needed. MDAH proposes a repeal of this policy.

\* State Records Center – Records Management Handbook # 2. REPEAL. This second handbook discusses the nature of an effective records disposition program. It tells how to set up the program and how to operate it. It discusses how a program can be kept current. MDAH proposes a repeal of this policy.

\*William F. Winter Archives and History Building Policy on Reading Room Administration. REPEAL. This policy establishes policies and procedures for the Reading Room. MDAH proposes a repeal of this policy because it was superseded by Part 2 Chapter 6: Policy for Reading Room Access and Reference Services.